

Harford County Road Closure and/or Traffic Assistance Request Application

Instructions/Procedures

- Applications for County Road Closures must be submitted at least **60 days** prior to the event.
- The application must be accompanied by a detailed map, and Traffic Control Plan, and be submitted to the Harford County Traffic Engineer's Office.
- The Traffic Engineer's Office will review the application, map and detailed traffic plan and determine whether the road closure is safe/practical. If the application is denied, the applicant will be notified by the Harford County Traffic Engineer's Office. If the application is approved by the County, it will then be forwarded to the Harford County Sheriff's Office Traffic Unit Supervisor. If approved by both entities the applicant will be notified by the Harford County Traffic Engineer's Office. If law enforcement assistance is requested the applicant must contact the Harford County Sheriff's Office Traffic Unit directly to coordinate the event. Mere submission of an application does not fulfill this requirement. A copy of any approved application that includes a State road will be forwarded to the Maryland State Police Bel Air Barrack for notification.

Things to consider when applying for a road closure.

- Can I have the event at another location and not inconvenience citizens and the motoring public? Many events can be held on private property (tracks, golf course cart paths, parking lots, sidewalks, etc.), in parks, or on school property with approval from the permitting authority for its' use.
- Do I need to close the road? If you obey all Maryland laws and County codes, rules and regulations and you are not disrupting traffic **YOU DON'T NEED TO CLOSE THE ROAD.**
- Have I selected a safe location? Think about traffic flow, curves, line of sight, speed limit for roadway selected, number of intersections affected, day of week and times. These and many other traffic safety related issues along with the amount of manpower needed to safely have the event are all factors that are considered when approving or denying an application.

Creating a Traffic Control Plan (TCP)

The TCP should specifically address how the event sponsor will:

1. alter normal traffic flow
2. provide for the safety and needs of event participants
3. utilize uniformed police officers (TCP should include an estimate of the number of officers needed)
4. utilize Harford County DPW equipment needed
5. provide adequate parking

The TCP shall also include a route narrative explaining the direction of travel, lane/road closures, rest stops, etc. For racing events, uniformed police officers or acceptable traffic control barricades are required at each signalized or STOP sign controlled intersections.

Upon receipt of an approved permit the event sponsor shall advise the general public and local emergency services of pertinent details (road closures, detours, times and duration). The event must comply with the route, number of participants, date(s), and times specified. Also, the sponsor must insure that the TCP is followed as submitted.

Contacts:

Harford County Traffic Engineer
212 S. Bond Street 3rd floor
Bel Air, MD 21014
410 638 3545

Harford County Sheriff's Office Traffic Division
1305 Pulaski Highway
Edgewood, MD 21040
410 612 1717

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Title of event_____ Event date_____

Event Sponsor_____ Start time and duration_____

Purpose of the event/type of event_____

Estimated attendance and/or maximum no. of participants _____

County Roads affected by event_____

State Roads affected by event_____

Contact person's name_____ Email_____

Contact person's address_____

Telephone numbers _____

Are you requesting Police Assistance Yes No

- MAP OF ROUTES AFFECTED AND DETAILED TRAFFIC CONTROL PLAN MUST BE PROVIDED AND ATTACHED
- APPLICATIONS MUST BE SUBMITTED NO FEWER THAN 60 DAYS PRIOR TO THE EVENT

IF STATE ROUTES ARE AFFECTED APPLICANTS SHALL APPLY FOR AND RECEIVE APPROVAL FOR A STATE HIGHWAY ADMINISTRATION STATEWIDE/MULTI DISTRICT SPECIAL EVENT PERMIT IN ADDITION TO THIS APPLICATION

By affixing my signature on this form, I certify that I am authorized to bind the sponsor of this event and that, in return for permission to close the road(s) described in the application, the sponsor agrees to:

1. Comply with all applicable federal, state and local laws, rules and regulations and any additional conditions imposed by the County
2. Indemnify and hold the County and the Harford County Sheriff's, their successors, assigns, officers, elected officials, employees, servants and agents harmless from and against any and all actions, causes of action, claims, demands, debts, damages, costs, losses of service, expenses, including attorneys fees, and compensation for bodily injury or property damage related to, on account of, or in any way rising out of this event. I also understand that, even if this application is approved, Harford County Maryland and the Harford County Sheriff's Office reserve the right to terminate the event prior to or during said event if the event is posing a hazard to the participants, motoring public or citizens in general.

Event's/Sponsor's Authorized Representative

Date

Standard conditions of approval (all checked conditions apply):

- ☐ No road closures are permitted before dawn or after dusk.
- ☐ All trash generated during the event must be removed prior to re-opening the road.
- ☐ The approved County roadway closure(s) may begin at _____ and continue for a maximum of ____ hours. Additionally, the event sponsor is responsible for informing participants of when the road(s) will be re-opened to traffic.
- ☐ At all times, participants in the event shall adhere to the location, route, dates and times approved by the County.
- ☐ The sponsor shall ensure that the approved traffic control plan is followed.
- ☐ The sponsor shall purchase and keep in effect during the event commercial general liability insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate and \$2,000,000 products and completed operations aggregate. Harford County Maryland, the Harford County's Sheriff's Office, and the successors, assigns, officers, elected officials, employees, servants and agents of each of them shall be included as additional insured's. A certificate of insurance evidencing this coverage must be provided to Harford County ten days prior to the event.
- ☐ The sponsor shall obtain a signed release, using a form approved by the County, from each registering participant, indemnifying and holding harmless the County and the Harford County Sheriff's Office.
- ☐ The sponsor shall obtain a State Highways Administration Statewide/Multi-District Special Event Permit.

Supplemental conditions of approval:

- _____
- _____
- _____
- _____
- _____

Approved Yes or No Harford County Traffic Engineer _____
Signature and date

Approved Yes or No Harford County Sheriff's Office _____
Signature and date

This application shall constitute a permit for County road(s) closure only upon written approval by Harford County and the Harford County Sheriff's Department